INDUSTRIAL TECHNOLOGY INSTITUTE (ITI)

INTERIM CLOUD-BASED ERP SOLUTION

Vendor Technical Compliance & Evaluation Matrix | Bid No. SUP/SD/EOI/26/01

Vendor completion instructions

1. Section A is the standardized ITI requirements matrix. Respond to every applicable line. Do not remove, renumber, or rewrite ITI requirements; use vendor module/submodule and remarks columns to describe your solution.

2. Indicate availability accurately. Identify features currently operational separately from configuration, custom development or planned roadmap functions. State limitations and evidence in Vendor Remarks.

3. In Section B, list additional functions and submodules within modules already identified by ITI. In Section C, list other ERP modules and their submodules. Add rows as necessary and use the same format.

4. For each additional capability, state whether it is standard, configurable, requires custom development, roadmap-only or unavailable; give implementation weeks, relevant evidence and additional charges, if any.

5. Vendors shall identify all costs in Sri Lankan Rupees, distinguishing recurring subscription fees from one-time charges, optional services and taxes. Use the Stage 01 commercial breakdown below.

6. STAGE 01 – IMMEDIATE OPERATIONAL CONTINUITY: The first implementation stage is intended to match and maintain ITI's current ERP processes and essential operational functionality, rather than deliver a complete future ERP–LIMS replacement. Vendors shall identify the modules/functions needed for Stage 01, their readiness, implementation timeline and a separately itemized Stage 01 price breakdown (monthly SaaS rental, implementation/configuration, legacy data migration/synchronization, training, support, customization, integration and other charges). Future modules and enhancements shall be priced separately and must not be bundled into Stage 01 without clear identification.

7. Vendors wishing to understand existing ITI workflows may request an appointment for a process review through the designated responsible officer, via the procurement contact stated in the EOI. Visits are subject to ITI approval, staff availability, confidentiality and equal access arrangements. Clarifications of general relevance will be communicated through the authorized procurement channel.

8. Supply relevant brochures, screenshots, demonstrations, API documentation or references with row numbers. ITI may request verification of claimed capabilities.

9. This matrix supports standardized information gathering; the published EOI and any formally issued addenda govern the procurement.

Stage 01 – Separate commercial breakdown (LKR)

No.	Cost component	One-time LKR	Monthly LKR	Included / Excluded / Assumptions
1	Monthly SaaS subscription (state users/modules/limits)			
2	Initial setup and implementation			
3	Configuration of existing ITI processes			
4	Legacy data extraction, migration and reconciliation			
5	On-premises database synchronization / integration			
6	User training and knowledge transfer			
7	API integration (itemize)			
8	Stage 01 customization (itemize)			
9	Support and maintenance (state if included in rental)			
10	Cloud hosting / storage / backup (state if included)			
11	Other one-time costs (specify)			
12	Other recurring costs (specify)			
13	Taxes (separately identified)			
14	Total one-time Stage 01 cost			
15	Total recurring monthly Stage 01 cost			
16	Optional Stage 02 / future modules (separate quotation)			

Vendor: _____ Contact: _____ Date: _____

SECTION A – ITI STANDARD REQUIREMENTS MATRIX

Complete all existing ITI requirement rows. The rows and numbering below reproduce the submitted standard matrix; blank rows are retained for vendor responses.

SN	Requirement	Module	Submodule	Function	Yes	No	Vendor system module	Vendor system submodule	Vendor remarks	1	2	3	4	5	6	7	8	9
1.1.1	ERP Standard Modules	Human Resource Management	Employee Master	Employee profiles, IDs, employment details, contracts, attachments														
1.1.2			Organization Structure	Departments, designations, grades, reporting lines														
1.1.3			Recruitment & Onboarding	Vacancies, applications, selection and joining checklist														
1.1.4			Attendance & Time	Clock-in/out, shifts, overtime, timesheet corrections														
1.1.5			Leave Management	Leave types, entitlements, applications, approvals and balances														
1.1.6			Payroll Processing	Salary structures, earnings, deductions, payslips and payroll runs														
1.1.7			Statutory Contributions	EPF, ETF, applicable deductions and statutory reports														
1.1.8			Tax & Payroll Compliance	applicable payroll tax rules and reports														
1.1.9			Loans & Advances	Employee loans, advances, repayment schedules and balances														
1.1.10			Claims & Reimbursements	Travel and expense claims, allowances and approvals														
1.1.11			Employee Self-Service	Employee access to leave, payslips, requests and personal data														
1.1.12			Performance Management	Appraisals, goals, review cycles and ratings														
1.1.13			Training & Development	Training records, competencies and development plans														
1.1.14			Transfers & Promotions	Grade, salary, department and														

				employment-history changes																
1.1.15			Disciplinary & Grievance Records	Restricted case records, workflow and approvals																
1.1.16			Separation & Final Settlement	Resignation, retirement, clearance and final dues																
1.1.17			HR Reports & Dashboards	Headcount, attendance, leave, payroll and workforce analytics																
1.1.18			Etc																	
1.1.19																				
1.1.20																				
1.1.21																				
1.1.22																				
1.2.1	ERP Standard Modules	Finance and Accounting Management	General Ledger	Chart of accounts, journals, postings and trial balance																
1.2.2			Accounts Receivable	Customer balances, receipts, credit notes and aging																
1.2.3			Accounts Payable	Supplier invoices, debit notes, settlements and aging																
1.2.4			Cash & Bank	Cashbook, deposits, payments and bank reconciliation																
1.2.5			Budget & Budgetary Control	Budget allocations, utilization, variance and approval controls																
1.2.6			Fixed Assets	Asset register, depreciation, transfers and disposal																
1.2.7			Financial Statements	Income statement, balance sheet, cash flow and reports																
1.2.8			Tax Management	VAT, SSCL, withholding taxes and applicable reporting																
1.2.9			Cost Centre Accounting	Laboratory and department income, expenses and allocations																
1.2.10			Project & Grant Accounting	R&D project costs, funding, grants and utilization																
1.2.11			Payment & Voucher Management	Payment requests, vouchers, authorization and disbursement																

1.2.12			Staff & Supplier Advances	Advance issue, settlements and outstanding balances																
1.2.13			Petty Cash	Imprest accounts, reimbursements and reconciliation																
1.2.14			Approval Workflows	Authority limits, multi-level approvals and audit trail																
1.2.15			Period & Year-End Closing	Accruals, adjustments, period locks and carry-forward																
1.2.16			Multi-Currency Transactions	Exchange rates, foreign currency entries and revaluation																
1.2.17			Revenue Recognition	Service income, accrued income and advance receipts																
1.2.18			Financial Reports & Exports	Custom statements, audit schedules and Excel/PDF exports																
1.2.20			Etc																	
1.2.21																				
1.2.22																				
1.3.1	ERP Standard Modules	Service Master, Billing and Invoicing	Billing & Receipts	Quatations,Invoicing & Receipts, Cash,Credit, Cheques, C Cards etc.																
1.3.2																				
1.3.3																				
1.3.4																				
1.4.1	ERP Standard Modules	Stock and Inventory Management	Item & Material Master	descriptions, units, categories and item attributes																
1.4.2			Warehouse & Location Master	Stores, bins, stock locations and custodians																
1.4.3			Goods Receipt	Receiving against purchase orders, inspection and GRN																
1.4.4			Stock Issue & Return	Material issue to departments/projects and returns																
1.4.5			Stock Transfers	Inter-store and inter-location transfers and approvals																
1.4.6			Stock Ledger & Balances	Real-time quantities, movements and transaction history																
1.4.7			Reorder & Stock Planning	Minimum/maximum levels, reorder alerts and replenishment																

1.4.8			Batch / Lot Tracking	Lot numbers, traceability and stock movements																
1.4.9			Expiry & Shelf-Life Tracking	Expiry dates, alerts and FEFO where applicable																
1.4.10			Serial Number Tracking	Individual equipment and serialized item traceability																
1.4.11			Stock Valuation	Cost methods, inventory values and accounting integration																
1.4.12			Stocktaking & Adjustments	Physical counts, variances, write-offs and approval																
1.4.13			Reservations & Allocations	Reserve materials for laboratories, services or projects																
1.4.14			Supplier & Purchase Integration	Purchase requisitions, POs, receipts and supplier returns																
1.4.15			Consumption & Cost Allocation	Charge issued stock to cost centres and R&D projects																
1.4.16			Damaged / Obsolete Stock	Quarantine, disposals and write-off records																
1.4.17			Inventory Reports & Dashboards	Stock aging, movement, valuation and consumption reports																
1.4.18			Inventory Permissions & Audit	Storekeeper roles, approval delegation and audit logs																
1.4.19			Etc																	
1.4.20																				
1.4.21																				
1.4.22																				
1.5.1	ERP Standard Modules	CRM & Communication	Call Centre	Call Centre Management																
1.5.2			Chat App	Internal Chat Management																
1.5.3			SMS	SMS Gateway and SMS campaign management																
1.5.4			Email	Email Client																
1.5.5			Social M. Integration	Whats app, FB integrations																
1.5.6																				
1.5.7																				
1.5.8																				
1.5.9																				

1.6.1	ERP Standard Modules	Procurement and Supplier Management																		
1.6.2																				
1.6.3																				
1.7.1	ERP Standard Modules	Transport Management																		
1.7.2																				
1.7.3																				
1.8.1	ERP Standard Modules	Laboratory Information Management System (LIMS)																		
1.8.2																				
1.8.3																				
1.9.1	Security & Access Management	User Management	User Permission	Grant Granular User Permission																
1.9.2			User Role Permission	Create User permission templates for user roles																
1.9.3			Delegate Permissions	Delegare permission to other user																
1.9.4			User Log Management	Comprehensive user log																
1.9.5																				
1.9.6																				
1.9.7																				
1.10.1	Cloud Based SaaS and monthly rental	NA	NA	Architecture																
1.10.2				hosting regions																
1.10.3				service availability																
1.10.4																				
1.11.1	API integration			Ability to intregrate third party service providers (Rest API)																
1.11.2																				
1.12.1	On-premises DB integration / sync / Mirror DB			Ability to sync / Mirror DB in local servers of ITI																
1.12.2				Synchronization Frequency																
1.12.3				Data Integrity & Validation																
1.12.4				Failure Recovery																
1.12.5				Security																
1.12.6																				
1.12.7																				
1.13.1	Data Backup and restoration			Automated Scheduled Backup																

1.13.2				Full & Incremental Backup																
1.13.3				Backup Storage																
1.13.4				Automated Restoration																
1.13.5				Point-in-Time Recovery																
1.13.6																				
1.14.1	Data migration and portability			Bulk Data Extraction																
1.14.2				Data Export Capability																
1.14.3				Data Reconciliation																
1.14.4																				
1.15.1	Scalability			User Scalability																
1.15.2				Module Scalability																
1.15.3				Database Scalability																
1.15.4				Infrastructure Scalability																
1.15.5				Functional Scalability																
1.15.6																				
1.16.1	System Accessibility			Mobile-Responsive Web																
1.16.2				Dedicated Mobile App - Android																
1.16.3				Dedicated Mobile App - iOS																
1.16.4																				
1.17.1	Customization			Module Customization - Modify or extend existing ERP modules to suit ITI's requirements																
1.17.2				Workflow Customization																
1.17.3				Custom Fields & Forms																
1.17.4																				
1.17.5																				
1.17.6																				
1.17.7																				
1.18.1	Service levels			System Availability (Up Time)																
1.18.2				Technical Support																
1.18.3				High-Priority Incident Response																
1.18.4				Normal Incident Response																
1.18.5				Support Channels																
1.18.6				Software Updates																
1.18.7				SLA Reporting																
1.18.8																				

1.19.1	Data protection details																			
1.19.2																				
1.19.3																				

SECTION B – ADDITIONAL FUNCTIONS WITHIN ITI-LISTED MODULES

List further capabilities within Finance, HR, Inventory, Procurement, CRM, Transport, LIMS, Billing or other listed modules. Add rows as necessary.

Ref	ITI-listed module	Additional submodule	Main functions	Availability classification	Included in Stage 01?	One-time cost LKR	Monthly cost LKR	Weeks	Evidence / remarks
B.1									
B.2									
B.3									
B.4									
B.5									
B.6									
B.7									
B.8									
B.9									
B.10									
B.11									
B.12									

SECTION C – ADDITIONAL ERP MODULES AND CAPABILITIES

List other available ERP modules and associated submodules, including any future-stage functionality. Add rows as necessary.

Ref	Additional ERP module	Submodule	Main functions	Availability classification	Stage 01 / Future	One-time cost LKR	Monthly cost LKR	Weeks	Evidence / remarks
C.1									
C.2									
C.3									
C.4									
C.5									
C.6									
C.7									
C.8									
C.9									
C.10									
C.11									
C.12									

Availability classification: Standard / Configurable / Custom Development / Roadmap Only / Not Available.

Vendor authorized representative: _____ Signature: _____ Date: _____